

ASEEES Checklist for Session Managers (Zoom HOSTS)

We offered a Session Manager (Zoom host) training in 2021. The information remains the same. The recording can be found [here](#).

The [Guide for Session Managers PPT](#) (originally created in 2021) includes screenshots of each of the tasks described below).

SETTING UP BEFORE THE CONVENTION

- During the day(s) before the convention, log into the [ASEEES Convention homepage](#) to ensure that you have access. This is the same login as the ASEEES Members Site. Do not use the Guest Menu. All assigned sessions will be found under “Session Manager Assignments.” Please also note who the chair, participants, and discussant(s) are so you can make them co-hosts (more on that below).

LOG IN / START SESSION

- Log in at [ASEEES Virtual Convention homepage](#)
- Find “Submitter Menu” underneath the welcome banner:
 - Click on “View the Online Program.”
 - Find the “Navigation Menu” on the left side of the screen.
 - Click on “Session Manager Assignments” for a list of your assigned sessions to manage.
- 10 minutes prior to the official start time, a button will appear marked “Start Zoom Session as Host.”
 - **Refresh the page if the button does not appear at the designated time.**

MAKING SPEAKERS CO-HOSTS

- While the audience is in the waiting room, find the session participants and let them into the Zoom room and make them all co-hosts. This allows them to share their screen and mute/unmute themselves.
- Click “Participants” in the lower left-hand corner.
- In the new window that appears, find your speakers’ names.
- Hover over each of their names, select “more,” and click “Make Co-Host.”

GETTING SPEAKERS SET UP

- Make sure everyone’s cameras and audio are working.
- Confirm that they can find the “share my screen” button and have their PowerPoint or other presentation materials loaded.
- Have all speakers close web browser tabs, email, Teams etc.
- Remind them that YOU will start recording/they should not do that.
- Make sure they agree to being recorded.
- Ask the chair and discussant which one of them will be moderating the chat/Q&A
 - Note: Many session managers are volunteers (undergrads, ASEEES staff, virtual convention platform staff) and/or are serving as session managers on

panels/roundtables outside their areas of expertise. In these cases, session managers should not be asked to manage the Q&A.

- Put “housekeeping” issues—reminders to mute microphones, for example—in the chat box and ask the chair to reiterate those items
 - Announce the panel/roundtable name
 - Professional, collegial behavior
 - Please copy and paste the text found [here](#) into the chat box
 - All participants are muted and should use the chat function to ask questions
 - The chair/discussant will read out the chat questions/moderate the Q&A.
 - The Session Manager will record the session and it will be available as soon as Zoom makes it available.

WAITING ROOM

- In the 10 minutes prior to the start of the meeting, ONLY admit the speakers on your panel/roundtable/meeting so you have time to prep (see above).
- You can also send a message to participants in the waiting room if the session will be starting late, for example.
 - Hit “Message participants” to compose and send a message.
- At the meeting start time, alert the speakers that you are going to admit all other participants.
 - Open the “Participants” window.
 - Hover over participants' names and hit “admit” or hit “admit all.”
- Once the meeting has begun, go to the “Security” tab to UNCHECK “Enable Waiting Room.” (This allows participants to come and go freely once the meeting is in progress.)

CHAT

- The Zoom host/Session manager must keep an eye on the chat for technical issues
 - Direct participants with technical issues to the Help Chat feature on the left-hand navigation bar on the ASEEES Convention home page.
- Note that people can only see the chats from the time they enter the session.

RECORDING SESSION

- Zoom hosts must begin the recording once the session begins
 - Start the recording and when prompted, click “record to the cloud.” **Please don't record to your computer.**
 - Note: the recording is based on your screen view so you may wish to click “speaker view” in the upper right hand corner of your screen.
 - If a panelist does not wish to be recorded, you must press pause on the recording. Once that panelist is done speaking, resume recording

SCREEN SHARING

- Click “Share Screen” in the zoom control panel to select which screen or window you would like to share.
- If you are showing video or audio, make sure you click “Share Computer Sound.”

- DO NOT click “Optimize full screen video clip” as it compromises the quality of the video.
- Before screen sharing:
 - Close any apps or functions that have pop ups or sounds like Teams or email.

END SESSION

- At the end of the substantive portion of the session/event (after the Q&A but before participants begin chatting amongst themselves, STOP recording.)
- It is likely that you are scheduled to manage another session immediately after your event.
- If the session is running over or if participants are chatting afterwards, give a 2 minute warning that you will be ending the session.
- End the session. Please note that sessions are scheduled to automatically end 5 minutes after the scheduled end time.

PRACTICE ON YOUR OWN

- Use a free Zoom account to practice functions. Practice these skills in particular:
 - Sharing screens with audio
 - Recording

ASEEES CODE OF CONDUCT POLICY & PROFESSIONAL, COLLEGIAL BEHAVIOR

The ASEEES Convention is convened for the purposes of professional development and scholarly and educational interchange in the spirit of free inquiry and free expression.

- Please read our **code of conduct policy**.
- Please be kind, respectful, and professional as we support and discuss our colleagues’ work.
- If you encounter inappropriate behavior: please contact the session Chair via private chat.
- The Chair may contact the participant who has spoken out of turn to ask them to rephrase their comment or reconsider their tone.
- If a direct message does not solve the problem, the chair may warn the participant that the participant will be muted/removed.
- If the Chair believes the reported behavior is so inappropriate that it requires immediate action, the chair may remove the participant displaying unprofessional behavior without first issuing a warning.
- ASEEES is providing a trained ombuds during and for a short duration after the convention. The ombuds is available for free, and provides confidential consultation and advising about reporting a violation. The ombuds can be reached at **aseeesombuds@gmail.com**.